



PLC ARMIDALE

STANDARD COLLECTION NOTICE & RISK WARNING FORM 2019

- PLC Armidale (The College) collects personal information, including sensitive information, about pupils and parents or guardians before and during the course of a pupil's enrolment at the school. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the College to provide schooling to the pupil and to enable them to take part in all the activities of the College.
- Some of the information we collect is to satisfy the legal obligations of the College, particularly to enable the College to discharge its duty of care.
- Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts and Public Health [and Child Protection] laws as appropriate
- Health information about pupils is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about pupils from time to time.
- The College from time to time discloses personal and sensitive information to others for administrative and educational purposes, including to facilitate the transfer of a pupil to another school. This includes to other schools, government departments, medical practitioners and people providing services to the College, including specialist visiting teachers, [sports] coaches, volunteers and counsellors.
- Personal information collected from pupils is regularly disclosed to their parents or guardians
- The College may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
- The Privacy Policy of the College sets out how parents or pupils may seek access to personal information collected about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach in the duty of care of the College to the pupil, or where pupils have provided information in confidence.
- The Privacy Policy of the College also sets out how you may complain about a breach of privacy and how the College will deal with such a complaint.
- As you may know, the College from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
- On occasions, information such as academic and sporting achievements, pupil activities and similar news is published in College newsletters, magazines and on our facebook page and website. Photographs of pupil activities such as sporting events, school camps and school excursions may be taken for publication in College newsletters, magazines and on our facebook page and website. The College will obtain separate permissions from the pupils' parent or guardian prior to publication, if we would like to include photographs or other identifying material in promotional material for the school. If you do not give consent (for your daughters image) to be used in any College related publication, please contact the College by email to aa@plcarmidale.nsw.edu.au.
- We may include pupils' and pupils' parents' contact details in a class list for Liaison Parents (P&F). If you do not give consent for this disclosure please contact the College by email to aa@plcarmidale.nsw.edu.au.

STANDARD COLLECTION CONSENT FORM - 2019

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|---------------|--|---------------|--|
| STUDENT NAME: | | CURRENT YEAR: | |
|---------------|--|---------------|--|

PLEASE TICK APPROPRIATE BOXES

USE OF IMAGES

(ie photographs, extracts from video products etc.) of Students in School Publications and Marketing Promotions

- I/we give permission for the use of images of our child in school publications and for the purpose of promotion of the school.
Please list any exclusions: _____

RELEASE OF PERSONAL INFORMATION TO PLC COMMUNITY ORGANISATIONS

- I/we give permission for the release of our personal information including pupils' names, parents' contact number, and/or email address to PLC community organisations as required. I/we understand that this could include publication of contact details to P&F Liaison Parents and publication of a School Directory.

RELEASE OF PERSONAL INFORMATION TO VARIOUS GOVERNMENT ORGANISATIONS

- I/we give permission for the release of our personal information to government organisations as required (ie Back to School Allowance)

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| SIGNATURE OF PARENT/GUARDIAN: | | DATE: | |
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SOCIALS CONSENT FORM

I am aware of PLC Armidale's Socials Policy as outlined on the PLC Armidale website, and support the school in this matter.

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| SIGNATURE OF PARENT/GUARDIAN: | | DATE: | |
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EXCURSION CONSENT FORM

I give permission for my daughter to attend excursions which take place during school hours within the local area. If at any time during the course of the excursion, my child suffers injury or illness, I authorise the school to arrange for the provision of hospital and/or medical treatment and a representative of the school is hereby empowered to give authority for such treatment. (More information available on the PLC Armidale website).

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| SIGNATURE OF PARENT/GUARDIAN: | | DATE: | |
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IT ACCEPTABLE USE AGREEMENT

I have read the conditions of use, as outlined on the PLC Armidale website, and agree to abide by these conditions regarding the use of technology at PLC Armidale.

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| SIGNATURE OF PARENT/GUARDIAN: | | DATE: | |
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WIRELESS NETWORK USERS AGREEMENT

I have read the conditions of use, as outlined on the PLC Armidale website, and agree to abide by these conditions regarding the use of technology at PLC Armidale.

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| SIGNATURE OF PARENT/GUARDIAN: | | DATE: | |
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PORTABLE COMPUTING DEVICE AGREEMENT

I acknowledge that I have read the BYOT Handbook (available on the PLC Armidale website), and I am conversant with the content of the handbook and agree to comply with its Terms and Intentions.

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| SIGNATURE OF PARENT/GUARDIAN: | | DATE: | |
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ENROLMENT AGREEMENT

This is a reminder that as per the original signed Enrolment Form the parents/guardians are jointly and severally bound by the Conditions of Enrolment (as outlined on the PLC Armidale website) and to pay all fees and expenses that may be charged from time to time by PLC Armidale and that a full term's notice is required prior to withdrawal of a student from PLC Armidale and that fees in lieu of such notice will be charged.

RISK WARNING FORM - 2019

The PLC Armidale Risk Warning Form must be signed and returned for your daughter to participate in activities beyond the classroom.

If other activities are offered that fall outside the risks outlined here, a separate risk form will be issued at the time of the event outlining the activity and risks involved.

This authorisation will remain current for the duration of the enrolment of the student or until revoked in writing.

RISK WARNING FORM

To **Presbyterian Ladies College Armidale**, The Presbyterian Church of Australia in New South Wales, and the Presbyterian Church (New South Wales) Property Trust (collectively referred to as "the Organisation")

RISK WARNING

I am aware in signing this document for my child's participation in the activities listed below that certain elements of these activities may be physically and/or emotionally demanding. I acknowledge that in providing me with this document, the Organisation has warned me that certain inherent physical and/or emotional risks and dangers may exist in the activities listed below.

I acknowledge that while the Organisation and its staff will make every **reasonable effort** to **minimise exposure** to known risks, all **hazards** and **dangers** associated with these activities (including but not limited to the risks identified in the Schedule below) **cannot be foreseen** or may be beyond the control of the Organisation and staff.

CROSS COUNTRY RUNNING, OBSTACLE COURSES AND INITIATIVE AND CHALLENGING TASKS (problem solving games, sporting challenges)

The above activities include a variety of risks including but not limited to:

- physical and/or bodily injury including but not limited to fractures, strains, sprains, lacerations, spinal injuries, partial and/or total paralysis, head or brain injuries, loss of limb or body part; and illness including, but not limited to diseases (whether plant, animal or human borne), allergic reactions, infections, seizures, asthma/croup and breathing difficulties animal bites, including but not limited to bites by snake, leech, tick, spider, mosquitoes

GROUP SLEEPOVERS

The above activity includes a variety of risks including but not limited to:

- psychological injury, stress and/or emotional distress; and
- associated trauma

SWIMMING

The above activities include a variety of risks including but not limited to:

- hypothermia; and
- drowning; and
- psychological injury, stress and/or emotional distress; and
- associated trauma; and
- death

howsoever caused.

I confirm that my child can swim 50m/_____m unaided. If not, please insert distance can swim unaided.

BUSHWALKING, ORIENTEERING, CAMPING AND LOW ROPE ACTIVITIES

The above activity includes a variety of risks including but not limited to:

- physical and/or bodily injury including but not limited to fractures, strains, sprains, lacerations, spinal injuries, partial and/or total paralysis, head or brain injuries, loss of limb or body part; and illness including, but not limited to diseases (whether plant, animal or human borne), allergic reactions, infections, gastro-intestinal illnesses, seizures, asthma/croup and breathing difficulties animal bites, including but not limited to bites by snake, leech, tick, spider, mosquito; and
- drowning; and
- psychological injury, stress and/or emotional distress; and
- associated trauma; and
- death

howsoever caused.

PLEASE ADVISE RELATIONSHIP IF PARTICIPANT UNDER 18

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| Name of participant if under 18 : | |
| Name & Relationship of person with parental responsibility : | |

Agree to abide by any safety guidelines and/or written and/or verbal instructions in relation to the above activities as established by the staff of PLC Armidale in charge for the duration of the above activities.

I acknowledge that failure to abide by the guidelines of the activities could compromise my child's safety and well-being, as well as that of other participants and staff. My child would then be directed to leave the above activities at my expense.

I acknowledge that the warning contained in this document constitutes a risk warning pursuant to the Civil Liability Act 2002.

I understand that permission is given for my child to participate in these activities for the duration of my child's enrolment unless otherwise revoked.

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| Signature of adult participant or person with parental responsibility: | |
| DATE: | |



PLC ARMIDALE
 Crest Road (Locked Bag 5) Armidale NSW 2350
PHONE 02 6770 1700
FAX 02 6770 1797
EMAIL aa@plcarmidale.nsw.edu.au
WEB www.plcarmidale.nsw.edu.au
 In alliance with **PLC SYDNEY**

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| OFFICE USE ONLY: | |
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